

OTM-R Checklist Silesian University of Technology (OTM-R SUT)

Open, Transparent and Merit-Based Recruitment of Researchers

**Silesian University of Technology**



Silesian  
University  
of Technology



HR EXCELLENCE IN RESEARCH

	OPEN	TRANSPARENT	MERIT-BASED	ANSWER: Yes completely ++ Yes substantially +/- Yes partially -/+ No --	SUGGESTED INDICATORS
<b>OTM-R SYSTEM</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)	X	X	X	Yes, partially	<a href="https://www.polsl.pl/Informacje/ekn/Strony/otm-r.aspx">https://www.polsl.pl/Informacje/ekn/Strony/otm-r.aspx</a>  Comment from May 2022 – the abovementioned information was presented in the old version of the SUT’s website, which is no longer active. The link to the published OTM-R policy is available here: <a href="https://cloud.polsl.pl/index.php/s/6rZzJFygkqoi6eo">https://cloud.polsl.pl/index.php/s/6rZzJFygkqoi6eo</a>
2. Do we have an internal guide setting our clear OTM-R procedures and practises for all types of positions?	X	X	X	Yes, partially	➤ SUT’s Statute and Annex: The mode and conditions of the competition procedure for the recruitment of academic teachers and researchers. <a href="https://lex.polsl.pl/423/d/17575/5/">https://lex.polsl.pl/423/d/17575/5/</a>

					<ul style="list-style-type: none"><li>➤ Ordinance on the employment and remuneration for didactic hours performed based on a civil law contract for visiting professors.</li></ul> <p>Last updated on 31<sup>st</sup> December 2017. The documents were sent to all staff and are also available on the internal website <a href="http://www.prawo.polsl.pl">www.prawo.polsl.pl</a></p> <p>The Silesian University of Technology - in connection with the introduction by the Ministry of Science and Higher Education of a new Act regulating the functioning of universities and science in Poland - is in the process of adopting a new Statute of the University. The new Statute will contain an annex on the principles of recruitment of employees who are university teachers and researchers in full accordance with the Open, Transparent and Merit-Based Recruitment rules. The new version of the Statute has been sent for consultation to all university employees, including academic and research ones. They may submit their comments until March 15, 2019. The new Statute will become effective from September 2019 after positive vote by the University's Senate.</p>
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3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes, partially	The principles and good practices regarding the OTM-R were made available and sent to all employees, as well as discussed in the group of representatives of particular stages of academic career from different faculties: PhD students, PhDs, assistant professors, associate professors and full-professors participating in the recruitment committees. Additional tasks related to OTM-R direct training are a part of updated action plan.
4. Do we make (sufficient) use of e-recruitment tools?	X	X		No	<p>The University may accept candidates' applications sent electronically, mainly be email. For advertising purposes, the SUT is using EURAXESS portal as well as the Ministry of Science website. However, the University does not have its own or leased, e-recruitment tool.</p> <p>The university obtained funding for the implementation of the e-services IT system called e-University. One of the system modules will be e-applications and an e-employee. The university plans to expand the functionality of the above-mentioned modules with tools allowing for e-recruitment.</p>
5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes, partially	The University controls OTM-R principles on the faculty and central level. The selection committee must

					<p>prepare a written report from each recruitment procedure. The number of appeals against the decision of the recruitment committee is also monitored.</p> <p>The recruitment procedure for the positions of academic teachers and researchers takes place at the faculty level. A five-person recruitment committee is appointed by the dean. In addition, the commission must include the head of the unit requesting employment. In a case of a competition for the post of professor, the dean additionally must obtain the rector's consent for the proposed composition of the commission. An additional quality control of OTM-R in the competition procedure is provided by external reviewers. The competition committee may apply to the faculty council for the appointment of two reviewers, including at least one from outside the University, to prepare an opinion on the entirety of scientific and didactic achievements in the field of education of the academic staff and the candidate's organizational achievements.</p> <p>To improve the OTM-R quality control, additional training is planned for the</p>
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					members of the recruitment committees in the updated action plan.
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes, partially	<p>The university publishes all job advertisements for the posts of academic teachers and researchers on the EURAXESS portal and on the website of the Ministry of Science and Higher Education. For positions that do not require conducting classes in Polish, its knowledge is not required.</p> <p>The SUT seeks new international recruitment tools which allow for reaching out to the largest possible audience.</p> <p>The SUT has noted an increase in applications from abroad in recent years.</p>
7. Is our OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes, partially	<p>Despite the fact that internal regulations and increase in the recognisability of the university encourages application to research and didactic positions, there has been no significant increase in the number of employed researchers from abroad. According to the project team responsible for monitoring the OTM-R principles at the university and researchers that participated in the focus groups during internal review, this is related to insufficient remuneration offered to scientists in</p>

					Poland, not attractive enough to researchers from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes, partially	<p>The university's HR policies support gender equality and promotes technical sciences among women, by taking part in national and international programmes aimed at these activities. Therefore, we can observe significant increase in the number of women applying for research positions at the SUT.</p> <p>In addition, the Silesian University of Technology also has an Office for Persons with Disabilities, which has financial resources to adjust the workplace to the needs of the employee.</p> <p>The office has its own website and is open from Monday to Friday from 9:00 to 14:00, as well as is available 24/7 on Facebook for consultation and additional information.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes, substantially	<p>The SUT assures freedom of scientific development. The University also offers a wide range of social and financial support programmes: co-financing holidays for children and employees, numerous pro-quality programmes, additional annual salary, paid leave for health improvement, academic medical centre, trainings facilitating the improvement of professional qualifications etc. In</p>

					addition, academics and researchers working in Poland have 36 days of leave.
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, partially	The monitoring is conducted both at the faculty level, which carries out the formal procedure of employment of a teaching or research employee, as well as at the central level by the human resources department.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions	X	X		Yes, substantially	The annex to the Statute on the mode and conditions of the competition procedure for recruitment of academic teachers and researchers specifies where and in which portals the ad should be published (EURAXESS and Ministry of Science and Higher Education). In addition, it contains information on how it should be constructed and what information it should contain.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	X	X		Yes, partially	The annex to the Statute on the mode and conditions of the competition procedure for recruitment of academic teachers and researchers specify what must be obligatorily found in the competition announcement: date and designation of the announcer of the competition, the position being the subject of the competition together with the name of the organizational unit in which the

					teacher is to be employed, requirements for candidates, a list of documents required from candidates, place and date of submission of offers, information about the date of the contest's resolution and announcement of its results, date and manner of notifying the interested parties about the result of the competition, signature of the announcer.
13. Do we make full use of EURAXESS to ensure our research vacancies reach wider audience?	X	X		Yes, completely	The SUT advertises all its research positions on EURAXESS. It is also obligatory due to the Polish law regarding higher education and science.
14. Do we make use of other job advertising tools?	X			Yes, substantially	The SUT publishes all its research and other academic positions on EURAXESS, Ministry of Science and Higher Education website as well as professional recruitment sites and other professional sites. <a href="https://bip.polsl.pl/Praca/Forms/nauczyciele_akademiccy.aspx">https://bip.polsl.pl/Praca/Forms/nauczyciele_akademiccy.aspx</a> <a href="http://www.bazaogloszen.nauka.gov.pl/en/">http://www.bazaogloszen.nauka.gov.pl/en/</a> <a href="https://www.euraxess.pl/poland/jobs-funding">https://www.euraxess.pl/poland/jobs-funding</a>
15. Do we keep administrative burden to a minimum for the candidate?	X			Yes, partially	The University is trying to reduce to the minimum administrative burden for the candidate. However, most of the administrative duties result from the Polish Labour Act, a document



					independent of the university and law regarding universities. Therefore, the SUT must stay with some of the requirements imposed by the law, such as: medical examination as well as health and safety course or sworn translation of the documents.
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Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		X	X	Yes, completely	The Annex to the Statute regarding the procedure and conditions of the competition procedure for recruitment of academic teachers and researchers defines the rules of governing the appointment of selection committees.
17. Do we have clear rules concerning the composition of selection committee?				Yes, substantially	The Annex to the Statute regarding the procedure and conditions of the competition procedure for recruitment of academic teachers and researchers defines the manner of selecting members of recruitment committees. However, there is still room for improvement in the form of adding information about gender balance (if possible).
18. Are the committees sufficiently gender-balanced?		X	X	No	The document regulating the composition of the recruitment committees does not determine the gender balance. The new Statute, which will take effect from from September 2019, will indicate that recruitment committees should

					consider (when possible) the gender balance. Due to the profile of the university, the number of women currently constitutes 31% of all academic employees.
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			X	Yes, partially	<p>The Annex to the Statute regarding the procedure and conditions of the competition procedure for recruitment of academic teachers and researchers indicates that the selection committee must include the head of the organizational unit offering employment. Moreover, when the competition for the post of professor is announced, the competition committee may apply to the faculty council for the appointment of two reviewers, including at least one from outside of the University, in order to prepare an opinion on the scientific and didactic achievements. The selection committee must always prepare a written record of the recruitment procedure.</p> <p>The new Statute, which will become effective from September 2019, will allow (in justified cases) to request additional opinions also when hiring for other positions and will specify the preparation of a ranking list of candidates participating in competition proceedings, guided by</p>

					the principles contained in the European Charter Researcher and Code of Conduct for the Employment of Researchers.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		X		Yes, partially	Information on the completion of the competition and the selection of a specific candidate is published on the university website. Some departments send information to all candidates taking part in the proceedings. It is planned that all the candidates will be informed how the recruitment process went.
21. Do we provide adequate feedback to interviewees?		X		Yes, partially	Currently, only when requested.  The new Statute assumes that all candidates will receive feedback. In the case of completion of the process at the formal stage - which documents were missing if the application was completed at a later stage - the strengths and weaknesses of the candidate.
22. Do we have an appropriate complaints mechanism in place?		X		Yes, substantially	The Annex to the Statute regarding the procedure and conditions of the competition procedure for the recruitment of academic teachers and researchers provides the information regarding the appeal against the

					<p>decision of the selection committee to the rector.</p> <p>We plan that in the future the candidate, along with feedback information about his candidacy, should receive detailed information about the possibility of lodging an appeal.</p>
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Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, partially	<p>The project team under the guidance of the Rector and the administration of the Development Office monitors on a quarterly basis, through a written report, the progress of implementing the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In addition, in-depth interviews were conducted with representatives of the academic community at various levels of scientific career development, also in the field of OTM-R principles. However, the development of a system that would additionally assess the effectiveness of the OTM-R policy is one of the tasks of the revised Action Plan.</p>